

**U.S. Embassy Kabul**  
**Human Resources Office**  
**VACANCY ANNOUNCEMENT: : WORK CONTROL CLERK (FSN-06)**  
Announcement Number: 15-140

**OPEN TO:** All Interested Candidates (Women are encouraged to apply)

**POSITION:** Work Control Clerk (FSN-06)

**OPENING DATE:** November 10, 2015

**CLOSING DATE:** November 23, 2015

**WORK HOURS:** Full-time, 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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The U.S. Embassy in Kabul is seeking an individual for the position of Appliance Repairman with Facility Management Office (FMO).

**BASIC FUNCTION OF POSITION:**

The Administrative Assistant / Work Control Clerk reports directly to the Senior Facility Manager. The incumbent provides clerical assistance for the Senior Facility Manager, the Deputy Facility Manager and two Assistant Facility Managers. Functions of the position include processing invoices, notice to proceed (NTP) and other documents related to the \$19 Million operations and maintenance contract. Additional functions include oversight of the work order system (WOW) ensuring the 300 plus weekly customer repair requests are processed and distributed to the tradesmen in a timely manner, and performing data entry once work orders are completed. The Administrative Assistant / Work Control Clerk is responsible for time and attendance (T&A) processing for over 130 maintenance personnel, and is the sub-cashier for the Facility Management Office handling upwards of US\$3000 with responsibility and accountability. The incumbent will requisition for office supplies and assist the shop supervisors in ordering maintenance and repair parts through the ILMS / Ariba software suite at a level of up to US \$5000 per month. Although this position has no direct supervisory responsibility, the incumbent has the responsibility and authority to direct the actions of the Locally Employed (LE) staff when emergencies arise. The incumbent will also perform escort and translator duties for the Facility Management office as part of the "Other Duties as Assigned.

**QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

**Education:** Completion of High school is required.

**Experience:** Minimum of three years prior work experience working in an office environment performing administrative and clerical duties.

**Language:** Level III English and Dari are required.

**Knowledge:** The incumbent will have excellent knowledge of office administrative duties; good knowledge of cash accountability and balance sheet maintenance. Must have general knowledge of Embassy operations and the hierarchy within the Embassy setting. Must have knowledge of computers, photo copiers, scanners and other desktop electronic devices.. Must have knowledge on general security awareness.

**Skills:** The incumbent must have excellent interpersonal skills for dealing with a wide variety of personalities from the myriad of customers requesting Facility Management services on a daily basis.

Must be an attentive individual with good supervisory skills, comfortable managing local national employees and enforcing established standards and policies. The incumbent must be skilled with handling a large amount of cash and know how to manage a balance sheet. The incumbent must have excellent computer skills, have excellent keyboard skills, and be familiar with the Microsoft office software suites, with strong skills in MS Word and Excel

## **HOW TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may also send a current resume or curriculum vitae in addition to the Form DS-174, but in all cases, **the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy.** The DS-174 form is available on the U.S. Embassy website <http://kabul.usembassy.gov>
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

## **SUBMIT APPLICATION TO**

Human Resources Office, U.S. Embassy Kabul:

**Applications should be submitted through e-mail to this address:** [kabuljobs@state.gov](mailto:kabuljobs@state.gov)

Subject line must be: (Work Control Clerk VA 15-1140) or your application will not be considered.

**CLOSING DATE FOR THIS POSITION: (11/23/2015)**

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

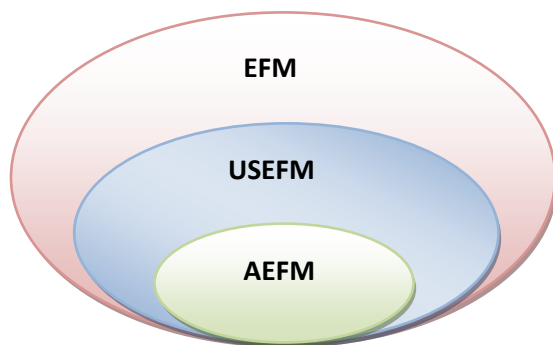
1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

The U.S. Mission in Kabul provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A** **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee,

i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

A. Position Title

B. Position Grade

C. Vacancy Announcement Number (if known)

D. Dates Available for Work

E. First, Middle, & Last Names as well as any other names used

F. Current Address, Day, Evening, and Cell phone numbers

G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)

H. U.S. Social Security Number and/or Identification Number

I. Eligibility to work in the country (Yes or No)

J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)

K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience  
S. Reference

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**DISTRIBUTION:** All Section Heads, FSN Bulletin Board, UN Agencies, International NGOs,

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